

# Abdul Latheef Mohamed Fouzan



**Admin cum Store Assistant /  
Inventory Cont. / Sales & Marketing  
Executive / Document Controller  
(GCC Experienced)**

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SriLankan

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03<sup>rd</sup> Nov 1983



Al – Couz , Dubai

Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve Organization operations, increase top line sales, and reduce costs. and also responsible for maintaining customer drive sales by designing and implementing targeted marketing strategies. Sales relationships, tracking sales data, and creating performance reports.

## Experience

01/2015 to 12/2023

### Admin cum Store In-Charge

**BOOK HUT , Sri Lanka**

- Create business strategies to attract new customers, expand store traffic, and enhance profitability;
- Ensure store compliance with health and safety regulations;
- Deliver excellent service to ensure high levels of customer satisfaction;
- Monitor inventory levels and order new items;
- Respond to customer complaints and concerns in a professional manner;
- Prepare detailed reports on buying trends, customer requirements, and profits;
- Develop and arrange promotional material and in-store displays;
- Motivate the sales team to meet sales objectives by training and mentoring staff;
- Undertake store administration duties such as managing store budgets and updating financial records.
- maintain Sales documents. They ensure that accurate information is distributed throughout an organization, on time, to the people who need it. In the construction industry, document controllers work with technical documents like blueprints and reports
- Maintain and report administrative issues to Head Office. Attend to all incoming telephone calls and transfer calls to the appropriate persons. Ensure all messages are delivered immediately. Arrange dispatch/courier and record all outgoing documents.

## Highlights

- Manage Admin
- Revenue generation
- Business development
- Effective Sales & marketing
- Organizational capacity
- Operability and commitment
- Ability to work with Staff in any Environment
- Resistance to stress
- Good manners

## Education

**Bachelor of Art** : Art Studies 2007  
Eastern University of Sri Lanka

### Diploma in IT:

Information Technology - 2018  
ESOFT Metro Campus – Sri Lanka

### International Computer Driving License :

Software & Hardware - 2012  
WINSYS Network – Sri Lanka

### High School Education :

Completed G.C.E O/L & A/L –  
1994 - 2002  
Central College – Sri Lanka

10/2009 to 12/2014

### **Inventory Cont cum Pos Supervisor**

**MAZE TRADING WLL , Qatar**

- Receiving orders and checking against stock and inventory records.
- Coordinating stock counts.
- Monitoring supplier performance and analyzing discrepancies.
- Communicating with internal and external stakeholders.
- Planning and forecasting ordering of inventory items such as stock, equipment and parts.
- Monitoring inventory levels and planning delivery schedules.
- Creating reports and analyzing performance against key performance indicators.
- Investigating supplier options

10/2009 to 12/2014

### **Sales & Marketing Executive**

**BYOD / MACKS MARKETING (PVT) LTD ,**

- Sri Lanka Achieves marketing and sales operational objectives by contributing marketing and sales information.
- Prepares and completes marketing action plan.
- Meets marketing and sales financial objectives by forecasting requirements and preparing annual budgets.
- Determines annual and gross-profit plans by forecasting and developing annual sales quotas for regions.
- Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertisements.
- Identifies marketing opportunities by understanding consumer requirements.
- Improves product marketability and profitability by researching, identifying, and capitalizing on market opportunities.
- Sustains rapport with key accounts by making periodic visits.
- Provides information by collecting, analyzing, and summarizing data and trends

## **Languages**

- English
- Hindi
- Malayalam
- Arabic
- Singhala

## **Skills**

- Customer Service
- Teamwork
- Attention to Detail
- Interpersonal Skill
- Leadership
- Adaptability
- Research
- Computer Software
- Excellent Communication